

305 JOB QUALIFICATION REQUIREMENTS FOR SHIPBOARD BARBER

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Shipboard Barber. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Shipboard Barber (JQR-305).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

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305 JOB QUALIFICATION REQUIREMENTS FOR SHIPBOARD BARBER (CON'T)

Estimated completion time: 6 weeks

Total points this workstation: 100

305.1 PREREQUISITES

Before starting your assigned tasks, complete the following:

305.1.1 Schools:

C/NA-840-0013 Shipboard Barber

Completed _____
(Qualifier/Date)

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

305.1.2 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

107 Shipboard Barber

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

305.2 TASKS

For the task listed below:

- What are the steps of this procedure?
- What are the reasons for each step?
- What safety precautions must be observed?
- Perform/simulate this task.

305.2.1 Maintain sanitation. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

305.2.2 Maintain security. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

305 JOB QUALIFICATION REQUIREMENTS FOR SHIPBOARD BARBER (CON'T)

305.2.3 Maintain Barbershop Appointment Record. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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305.2.4 Cut hair using electric clippers. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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305.2.5 Cut hair using scissors. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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305.2.6 Practice good customer relations. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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305.2.7 Maintain tools and equipment. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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305.2.8 Disinfect/sterilize tools and equipment. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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Completion of 305.2 area comprises 20 points / 20% of workstation.

305.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What conditions requires this infrequent task?
- e. Perform or simulate this task.

305.3.1 Give female haircut. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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305.3.2 Identify skin disease. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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Completion of 305.3 area comprises 10 points / 10% of workstation.

305 JOB QUALIFICATION REQUIREMENTS FOR SHIPBOARD BARBER (CON'T)

305.4 ABNORMAL CONDITIONS – None to be discussed.

305.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. Perform or simulate the immediate action for this emergency condition.

305.5.1 Administer first aid on accidental skin cut. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

Completion of 305.5 area comprises 10 points / 10% of workstation.

305.6 ON THE JOB TRAINING

Give 36 Satisfactory haircuts for each of the following styles in accordance with U.S. Navy Regulations.

Straight cut.

(Signature) (Date)

Afro haircut.

(Signature) (Date)

Curly haircut.

(Signature) (Date)

Completion of 305.6 area comprises 30 points / 30% of workstation.

305.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc.)

305.7.1 Examination – Pass a written examination.

(Signature) (Date)

305.7.2 Examination – Pass an oral examination board.

(Signature) (Date)

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